

MINUTES



| | | | |
|--------------------------|--|-------------------|-------|
| MEETING TITLE | Environmental & Sustainability Meeting | | |
| DATE | 08/01/21 | START TIME | 14:00 |
| MEETING LOCATION | PlymClean HQ | | |
| MEETING CALLED BY | Harrison Hardy | | |
| NOTE TAKER | Chloe Porter | | |
| TIME KEEPER | Leah Pearse | | |
| ATTENDEES | Harrison Hardy (BDM), Amanda Barnes (MD), Leah Pearse (PA), Chloe Porter (Admin) | | |

| | |
|------------------|--|
| OBJECTIVE | To map out the company's plan to become more environmentally friendly and work in a more sustainable manner, including but not limited to the topics in the agenda. |
|------------------|--|

| | |
|----------------|--|
| AGENDA | |
| TOPIC 1 | Electric Company Vehicles |
| TOPIC 2 | Eco-Friendly Products |
| TOPIC 3 | Environmental & Sustainability Policy/ISO 14001 |
| TOPIC 4 | Devon Climate Emergency - Devon Carbon Plan |

| | | | |
|--|--|-------------------|-------|
| TOPIC 1 Electric Company Vehicles | | | |
| FACILITATOR | AB | START TIME | 14:03 |
| END TIME | 14:09 | | |
| DISCUSSION | <p>AB mentioned that the plan is to replace the both company's fleet with an electric range as soon as possible. Old PlymClean vehicles are most suitable (and probably cause most environmental impact) for PX - quotes required. Discussed who would be responsible for charging and where. Discussed options/designs for signwriting. Promote the new vehicle/enhance the company's reputation to provide more eco-friendly services.</p> | | |
| ACTIONS | PERSON RESPONSIBLE | DEADLINE | |
| Obtain quotes for new EV | AB | 22/01/21 | |
| Obtain quotes for signwriting | HH | 22/01/21 | |
| Promote new vehicle | HH | 29/01/21 | |

| | | | |
|---|--|-------------------|-------|
| TOPIC 2 Eco-Friendly Products | | | |
| FACILITATOR | HH | START TIME | 14:09 |
| END TIME | 14:29 | | |
| DISCUSSION | <p>Which products could we feasibly substitute for eco-friendly ones? Which sector would be easiest to trial eco-friendly range in? (domestic/commercial/holiday rental) Which suppliers have eco-friendly ranges available to us? Are they ISO 14001 accredited?</p> | | |
| ACTIONS | PERSON RESPONSIBLE | DEADLINE | |
| Find out which suppliers are ISO 14001 accredited | HH | 29/01/21 | |
| Retrieve eco-friendly product options | HH | 29/01/21 | |

| | | | |
|--|--|-------------------|-------|
| TOPIC 3 Environmental & Sustainability Policy/ISO 14001 | | | |
| FACILITATOR | HH | START TIME | 14:29 |
| END TIME | 14:46 | | |
| DISCUSSION | <p>We looked at examples of E&S policies and why we need one. We discussed how the company could embrace such policy and what should be included.</p> | | |
| ACTIONS | PERSON RESPONSIBLE | DEADLINE | |
| Create policy | HH | 22/10/21 | |
| Publish policy where relevant | HH | 22/10/21 | |

| | | | |
|--|-------|-------------------|-------|
| TOPIC 4 Devon Climate Emergency - Devon Carbon Plan | | | |
| FACILITATOR | HH | START TIME | 14:46 |
| END TIME | 15:15 | | |

| | | |
|----------------------------------|--|-----------------|
| DISCUSSION | <p>HH briefly ran through the DCE website and showed the team the DCP. We discussed the objectives and how DCSH could fulfill them.</p> <p>Objectives</p> <ul style="list-style-type: none"> - Reduce carbon emissions to net-zero by 2050 at latest - Improve the resilience of Devon's environment - Prepare communities for a warmer world <p>After agreeing that it's feasible, we decided that DCSH would sign the declaration.</p> <p>Devon Climate Declaration</p> <ul style="list-style-type: none"> - A willingness to lobby for required national policy changes and resources - To review organisational carbon reduction plans within 6 months to meet or exceed the United Nations' IPCC targets - Collaborate on the production and implementation of a Devon Carbon Plan - Collectively review community risks to a warmer world | |
| ACTIONS | PERSON RESPONSIBLE | DEADLINE |
| Review objectives and guidelines | HH | 05/02/21 |
| Sign up to DCP | HH | 05/02/21 |
| Sign declaration | HH | 05/02/21 |

| |
|--|
| Other Notes/Information |
| <p>https://www.adswsupplies.com/search?q=ecoflower</p> <p>https://www.devonclimateemergency.org.uk/devon-carbon-plan/</p> <p>- HH to add any further organisational plans for becoming more eco-friendly (apparent through tender process)</p> |

| | |
|-----------------|-------|
| END TIME | 15:17 |
|-----------------|-------|